

**KENT CITY SCHOOLS
PURCHASE ORDER PROCEDURES
July 1, 2015**

A Purchase Request Form begins the purchase order process. Please follow these steps to complete a purchase request:

1. Fill in information regarding building, date, and the shipping destination, which must be a Kent City Schools address. Type or print legibly. The more complete and clear your purchase request is, the faster it can be processed.
2. Enter complete vendor name and address as it should appear on the purchase order. Please note if payment should be sent to a different address.
3. All purchases **must** have a purchase order number. No bill will be paid unless a dated purchase order precedes the date of ordering. Invoices dated prior to the purchase order will be returned to the person initiating the purchase request. We cannot be responsible for improperly dated invoices. A purchase order number must be obtained before you make any telephone order or any personal commitment to a purchase. If you wish to place the order yourself, please indicate those instructions and check CONFIRMING on the purchase request. You will then be contacted with the purchase order number after it is prepared. Otherwise, check NEW on the purchase request. A purchase order will then be prepared in the Treasurer's Office and sent to the vendor to initiate the order.

"On Approval" orders must follow the same procedures outlined above, since usually the vendor will enclose a dated invoice with the "on approval" merchandise. If you wish to return the items, contact the Treasurer's Office to indicate that you are canceling the order.

In an emergency, a purchase order number may be assigned more quickly by "walking" the purchase request through the process. Obtain all necessary signatures and account codes. Hand-deliver the completed purchase request directly to the Treasurer's Office. These purchase requests will be assigned priority status and entered into the computer system as quickly as possible to obtain a number.

4. Fill in the description of the goods or services being ordered. Be specific and include quantities. Prices must be listed, even if only your best estimate. Use **unit** prices when applicable and do not list quantities greater than "1" without the unit price. If you have a long, detailed list of items, please write "see attached list" in the description area and attach your list to the purchase request. Use attached lists whenever possible, unless the order list is very short. Remember to include an estimate of shipping costs.
5. Make a photocopy of the purchase request for your records.
6. Upon the receipt of the completed purchase request by the Treasurer's Office, a purchase order will be prepared on the computer system and mailed to the vendor to initiate the order, or, handled according to your listed instructions.
7. All invoices must be mailed (or emailed to: ke_MLilly@kentschools.net) directly from the vendor to the Treasurer's Office at 321 North DePeyster Street, Kent, Ohio 44240 for payment. A receiving copy of the purchase order will be sent, along with a copy of the invoice, to the person initiating the order, who will sign and return it to the Treasurer's Office as approval for payment. If you receive an invoice in the mail, please forward it to the Treasurer's Office.